



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle/High School Point-of-Contact Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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DC STARS Training Calendar

New School Year Setup (NSY Setup)

Mandatory for ALL schools

Description During this workshop each school will review and complete the school setup for SY2008/2009. Please check the SY Setup group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME** for this session as each step builds on the one before it and there is no time to catch up late comers.*

Targeted Audience: Student Information Manager

Location - Ballou SHS

Time AM Sessions 9AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Mark Entry Training

Description Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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DC STARS Training Calendar

Middle School Point-of-Contact Mark Entry Training

Description Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

High School Point-of-Contact Mark Entry Training

Description High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Principals Workshop

Description Learn how to quickly access DC STARS student information. Administrators will learn how to use DC STARS to ensure all appropriate data entry tasks are complete and compliant with DCPS mandates. Topics include inquiry of student records for marks, schedules, credit history, attendance history, printing various reports and extracting of student data. Learn how to use DC STARS as a tool to manage your school environment.

Targeted Audience Principals and Assistant Principals

Location - 825, 5th floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar August 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days					8/1
825 5th floor					Lab Reserved
All Days	8/4	8/5	8/6	8/7	8/8
825 5th floor	NSY Setup Group P1 AM (Location -Ballou)	NSY Setup Group P3 AM (Location -Ballou)	NSY Setup Group P5 AM (Location -Ballou)	NSY Setup Group P7 AM (Location -Ballou)	STARS Overview AM (Location -Ballou)
	NSY Setup Group P2 PM (Location -Ballou)	NSY Setup Group P4 PM (Location -Ballou)	NSY Setup Group P6 PM (Location -Ballou)	NSY Setup Group P8 PM (Location -Ballou)	Principals Workshop PM (Location -Ballou)
All Days	8/11	8/12	8/13	8/14	8/15
825 5th floor	NSY Setup Group C2 AM (Location -Ballou)	NSY Setup Group M1 AM (Location -Ballou)	STARS Overview AM (Location -Ballou)	NSY Setup Group S1 (Location -Ballou)	NSY Setup Group S3 (Location -Ballou)
	NSY Setup Group C3 PM (Location -Ballou)	NSY Setup Group M2 PM (Location -Ballou)	Student Info Manager PM (Location -Ballou)	NSY Setup Group S2 (Location -Ballou)	NSY Setup Group C1 (Location -Ballou)
All Days	8/18	8/19	8/20	8/21	8/22
825 5th floor	EC POC Period Attendance AM	MS/SHS POC Period Attendance AM	Daily Attendance AM	STARS Overview AM	STARS Overview AM
	EC POC Period Attendance PM	MS/SHS POC Period Attendance PM	Daily Attendance PM	Student Info Manager PM	Principals Workshop PM
All Days	8/25	8/26	8/27	8/28	8/29
825 5th floor	First Day of School	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar September 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	9/1	9/2	9/3	9/4	9/5
825 5th floor	Holiday	Daily Attendance AM	Open Workshop <i>Call 724-2252 for Reservations</i>	STARS Overview AM	Open Workshop <i>Call 724-2252 for Reservations</i>
		EC POC Period Attendance PM		Student Info Manager PM	
All Days	9/8	9/9	9/10	9/11	9/12
825 5th floor	EC POC Mark Entry AM	Open Workshop <i>Call 724-2252 for Reservations</i>	STARS Overview AM	MS POC Mark Entry AM	SHS POC Mark Entry AM
	EC POC Mark Entry PM		Principals Workshop PM	HS/MS POC Period Attendance PM	SHS POC Mark Entry PM
All Days	9/15	9/16	9/17	9/18	9/19
825 5th floor	STARS Overview AM	Open Workshop <i>Call 724-2252 for Reservations</i>		Principals Workshop AM	Open Workshop <i>Call 724-2252 for Reservations</i>
	Student Info Manager PM			Open Workshop <i>Call 724-2252 for Reservations</i>	
All Days	9/22	9/23	9/24	9/25	9/26
825 5th floor	STARS Overview AM		Open Workshop <i>Call 724-2252 for Reservations</i>		
	Principals Workshop PM				
All Days	9/29	9/30			
825 5th floor					

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Version Date: 08/18/08



Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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